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MEMORANDUM FOR THE RECORD

SUBJECT: Daily Situation Report

1. A Daily Situation Report that responds to the needs of the DDA, D/CO and D/OIT is needed. The report should:

- a. Address significant items only.
- b. Use plain language - not jargon.
- c. Address technical and non-technical matters from an impact on service perspective.
- d. Be close ended, i.e., show the problem and the action taken or being taken to resolve the problem.
- e. Be in recipients hands early, e.g., between 0730 - 0830.
- f. Reflect creditably on the Office.

2. Achieving the above is easier said than done. Some issues are:

- a. Officer(s) preparing the report must be able to exercise judgement as to what constitutes a significant item, understand Agency/Directorate relationships, compose the report keeping the recipients in mind, e.g., their interest, busy schedule, knowledge of technical terms and their levels of contact (other DD's, Office Chief, etc.)

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c. FND/HQS/SOG Officers are in a better position, because of the range of information they are exposed to daily, to prepare a report that responds to the criteria noted in para 1 above. However, there are only two Headquarters SOG Officers. To bring one in early (and release him early) would significantly impact HQS/SOG mission capabilities.

3. What's the answer? Ideally, we should assign another officer to HQS/SOG and then rotate the Daily Report duties among three SOG Officers. Other options include:

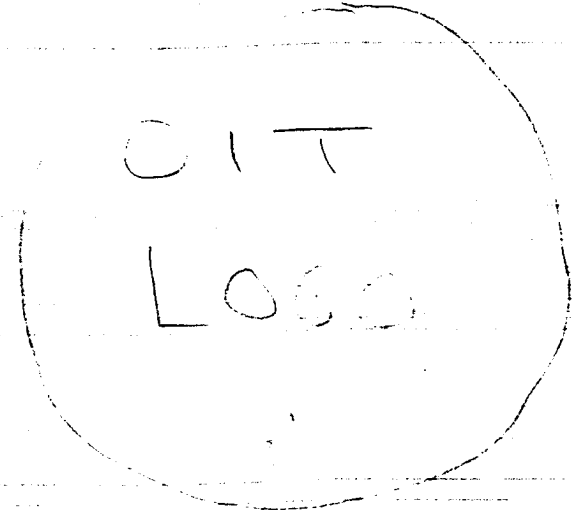
b. Use all HQS Officers, i.e., SOG and SAG, and rotate daily report duties.

4. Summary - In my opinion, no ones interests are served by the current "OIT Operations Center Daily Report." Our best chance of getting the type of OC report we need is to have it prepared by HQS Officers, who possess the information, experience, and perspective to put out a quality product.

If we want to put a product we can be proud of on the desks of the DDA, D/OC, and D/OIT we can do it. But it's going to cost us a solid, well-rounded officer. Second best is to optimize the report using



S E C R E T



OFFICE OF COMMUNICATIONS

OFFICE OF INFORMATION TECHNOLOGY

DAILY REPORT\*

25/0700 - 26/0700

(ALL TIMES LOCAL E.S.T.)

\*COULD BE TITLED "MORNING REPORT"

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**\*REPORT WILL ALWAYS CONTAIN A GENERAL STATEMENT EVEN IF THERE IS NO OTHER REPORTING, E.G.**

**1. OC-FOREIGN NETWORK**

**A. NOTHING OF SIGNIFICANCE TO REPORT.**

**B. GENERAL - ALL STATIONS IN THE FOREIGN NETWORK HAD A STAFF COMMUNICATIONS CAPABILITY DURING THIS REPORTING PERIOD.**

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**2. OIT - DOMESTIC NETWORK**

**A. ITEM**

**B. ITEM**

**C. ITEM**

**D. ITEM**

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3. OIT - VOICE COMMUNICATIONS

A. ITEM

B. ITEM

C. ITEM

D. ITEM

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4. OIT - DATA PROCESSING

A. ITEM

B. ITEM

C. ITEM

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FOCAL POINTS FOR INFORMATION

OFFICE OF COMMUNICATIONS  
FOREIGN NETWORKS DIVISION  
SENIOR DUTY OFFICER  
SECURE -                      AND

OFFICE OF INFORMATION TECHNOLOGY  
SENIOR DUTY OFFICER  
SECURE                      AND

SECRET

## ROUTING AND RECORD S

SUBJECT: (Optional)

MIS: DAILY SITUATION REPORT

FROM:

EXTENSION

NO.

DATE

30 Jan 86

TO: (Officer designation, room number, and

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

GOC: Attn:

1. Pls prepare a response

Note Dan's comment.

Note RADnote trace items

FORWARDED

31 JAN 1986

3 FEB 1986

FEB 1986

See

Note - Attached to this MFR is a proposed Daily Report that depicts the type of information considered significant enough to report on. This implies accepting that minor items - that could later blow up - would not normally be found in the Daily Report. To do otherwise would get us back to reporting virtually every anomaly in the network.

1-2,34: With only one possible exception, SAC officers are not really the ones that can do this, for the most part they are only junior officers used for TDY. Another more senior officer for SOG may be the only real solution. JRB

W - 14th Feb  
(Friday)

11.

NOT I have no trouble with this! WSD

12.

DD/OIT - Ops

13.

GOC: Attn:

14.

15.

Bill - I'm totally disatisfied with report and would like to do joint OC/OIT rpt per attached. What think I'd have SOG guy at HQ (who does it for me really now) and CWO or OIT/SWO do it together around 9700. every day. your mine pls. JRB